



Town of Rowe  
**Board of Selectmen** Minutes  
Thursday February 11, 2021–5:00 p.m.  
VIA TELECONFERENCE

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20.

**Board of Selectmen:** Chair Charles Sokol, Selectman Ed Silva , Vice-Chair Joanne Semanie

**Audience:** Rowe Finance Committee: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, C. Selmi Hyytinen, Paul McLatchy III, Laurie Pike

**Call to Order:** Chair Sokol called the meeting to order at 5:03 P.M.

**Roll Call Vote: Chair Sokol- yes Selectman Silva – yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

Noteworthy Announcements (as needed): None

Announcement of recording devices: one

**Minutes:**

1. Minutes of February 2, 2021 - Covid Group:

**MOTION TO APPROVE: Chair Sokol made a motion to approve the Minutes of the Covid-19 Group meeting of February 2, 2021 as presented. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 2-0-1)**  
**Ed Silva- abstained from the vote**

2. Minutes of February 4, 2021:

**MOTION TO APPROVE: Chair Sokol made a motion to approve the Minutes of the meeting of February 4, 2021 as amended. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

**Selectboard Business:**

**New Business:**

1. Procedures and Protocol for Selectmen:  
Vice-Chair Semanie said that some board processes should be reviewed.

Meeting Minutes: There was discussion about the retention of audio recordings of the meeting minutes and Executive Secretary confirmed that recordings were kept until the minutes were approved, as with the draft notes, were considered a 'work product' that did not need to be retained as was confirmed by the Attorney General's Office following a prior Open Meeting Law violation.

Agenda Items: There was discussion about making sure to submit items for the agenda by Tuesday mornings for posting and a reminder to be careful about having discussion about items not on the Agenda that are not "Unforeseen Business" of timely importance.

Recap:

- Careful to limit discussion to agenda items
- Keep meeting 'work product' including handwritten notes and audio until minutes are approved
- Try to wrap up discussion on a topic and take a vote when required
- Efforts to bring some topics to fruition require time and larger issues should have a meeting devoted solely to the topic such as the personnel wage chart and policies
- It was agreed to have a section called Ongoing Projects

2. Request to Address Planning Board Issue:

Executive Secretary follow up with a request from Franklin Regional Council of Government (FRCOG) Franklin County Cooperative Inspection Program (FCCIP) Paul Lemelen said he was contacted by Greg Poehlien who submitted a special permit in October and has not received any response from the Planning Board. In the correspondence it was acknowledged that Planning Board Chair had received the application. Mr. Poehlien further explained he had met with the Planning Board at their meeting in September and had explained the plan to them. Members reviewed Mass General Law Chapter 40A Section 9 and read the following:

"The decision of the special permit granting authority shall be made within ninety days following the date of such public hearing. The required time limits for a public hearing and said action, may be extended by written agreement between the petitioner and the special permit granting authority. A copy of such agreement shall be filed in the office of the city or town clerk. A special permit issued by a special permit granting authority shall require a two-thirds vote of boards with more than five members, a vote of at least four members of a five-member board, and a unanimous vote of a three-member board."

This confirmed that the Planning Board needs an additional member to act on the permit. Paul McLatchy III, who was at the meeting, said he would follow up with what are Town Clerk obligations in this matter.

3. Fire Chief MOU follow-up Discussion:

Vice-Chair Semanie said she reviewed the Memorandum of Understanding with Charlemont over the shared services for Fire Chief following the Fire Dept. Budget Hearing. She said there was no mechanism that said Rowe would be responsible to purchase a vehicle, that it was Charlemont that was the lead community and Rowe would be billed. Executive Secretary confirmed that there were no bills that came from Charlemont and when asked in the past about billing Charlemont, Fire Chief said he had paid for some repairs out of Fire Dept. operations account. Concerns were expressed about not seeing documentation about the repairs.

**Old Business:**

1. Draft Overtime Policy- tabled until a later date
2. Comp Time Discussion- tabled until a later date

3. Wage and Salary Chart Follow-up- tabled until a later date
4. Wage and Salary Reporting Question- tabled until a later date

**Contracts/Warrants:**

1. Tax Map Maintenance Proposal for the Town of Rowe:

Board of Assessor Chair Williams presented the Board with the Tax Map Maintenance Proposal approved by the Board of Assessors for the Board signature.

**MOTION TO SIGN: Chair Sokol made a motion to sign the Tax Map Maintenance Proposal for the Town of Rowe approved by the Board of Assessors. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

**Administrative Office Updates:**

1. Executive Secretary Updates  
– Action Items Follow up
2. Administrative Assistant Updates

**Appointments starting at 6:00 p.m.: Budget Hearings**

1. Tax Collector:

Treasurer Terry Green said the budget was presented by Sandy Daviau as she was not as yet familiar with the budget and the intent was to combine the 2 positions. There were no significant changes from the prior year.

2. Treasurer (Includes Borrowing/Debt):

Treasurer Terry Green explained that she inherited a situation in which the work of the Treasurer had not been properly maintained in over a year. She has had to devote a great deal of time reconciling and many tasks omitted or performed incorrectly. She is requesting consideration for an increase of hours required to bring the office back in order for the coming year. Following discussion, it was agreed to add additional hours for reconciliation and review hours next year.

3. Accountant:

No major changes anticipated and a meeting with Monroe needs to take place to finalize Accountant salary since it is a shared services agreement.

4. Board of Selectmen (General Government):

Janice Boudreau presented the General Government budget with a slight reduction in the overall budget. She explained that the electricity for Town Hall increased due to the solar credit allocation excess was now used up and the Town Hall resumed normal billing. Members reviewed insurance detail from Massachusetts Interlocal Insurance Association (MIIA) and have a few questions that need to be addressed.

Unforeseen Business (within preceding 48 hours)

7:09 p.m. Finance Committee left the meeting.

Future Meetings: It was decided to discuss have a meeting devoted to the discussion of personnel policies and the wage and salary charts.

**Adjournment:**

**MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 7:17 p.m.**  
**The motion was seconded by Selectman Silva.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

Respectfully Submitted,  
Janice Boudreau, Executive Secretary

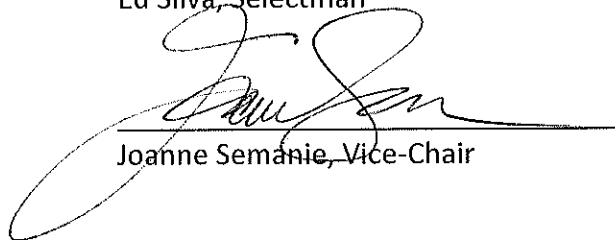
Approval Date: *MARCH 4, 2021*

Approved:



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Chuck Sokol, Chair

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Ed Silva, Selectman



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Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda February 11, 2021
2. Minutes of February 2, 2021 - Covid Group
3. Minutes of February 4, 2021
4. Emails re: Planning Board Issue
5. Fire Chief MOU with notes for follow-up Discussion
6. Draft Overtime Policy
7. Wage and Salary Chart Follow-up
8. FY22 Budget Request- Gen. Govt.
9. FY22 Budget Detail – General Govt.
10. Rowe Insurance Breakdown
11. FY22 Budget Request- Tax Collector
12. FY22 Budget Request- Treasurer
13. Executive Secretary Updates
14. Administrative Assistant Updates